



POLL WORKER

INFORMATION SESSION

Election Day Tools **for Poll Workers**

Info Session

In Today's Session We Will:

- Review Election Day and key poll worker tasks
- Share tools to help you understand your tasks and guide you in your polling place
- Highlight situations and special procedures you may encounter

Outline of Election Day

6:15am POLL WORKERS ARRIVE

6:30am Doors Unlocked

6:30am-7:00am SET UP POLLS

7:00am Polls Open

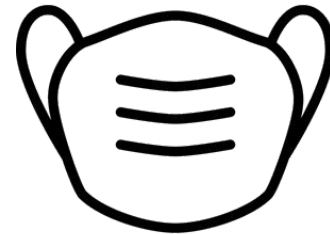
7:00am-8:00pm VOTING

8:00pm Polls Close

8:00pm-?? TAKE DOWN POLLS

REMEMBER

Every poll worker should arrive at the polling place wearing a mask or face covering, or put one on immediately upon arrival



First Task: Set Up Polling Place

Your space will have the following materials...

- The Judge's Box
- Secured voting machines
- Cleaning and disinfecting supplies
- Masks, gloves and other PPE
- Supplies for physical distancing

For setup, you need to...

- Take the Oath of Office
- Unpack supplies and post signage from Judge's Box
- Distribute responsibilities and assign stations
- Set up voting machines
- Alphabetize tabs in poll books and paper slip box
- Establish physical distancing lines and areas (6 ft apart)
- Sanitize machines and surfaces

The Judge's Box

Over 30 things are inside:

- Administrative sheets that require signing by various poll workers
- Signs to be posted
- Supplies for voters and poll workers
- Materials for processing voters

There are a **lot of items** in the Judge's Box and a **limited amount of time** to distribute materials and set up the polling place.

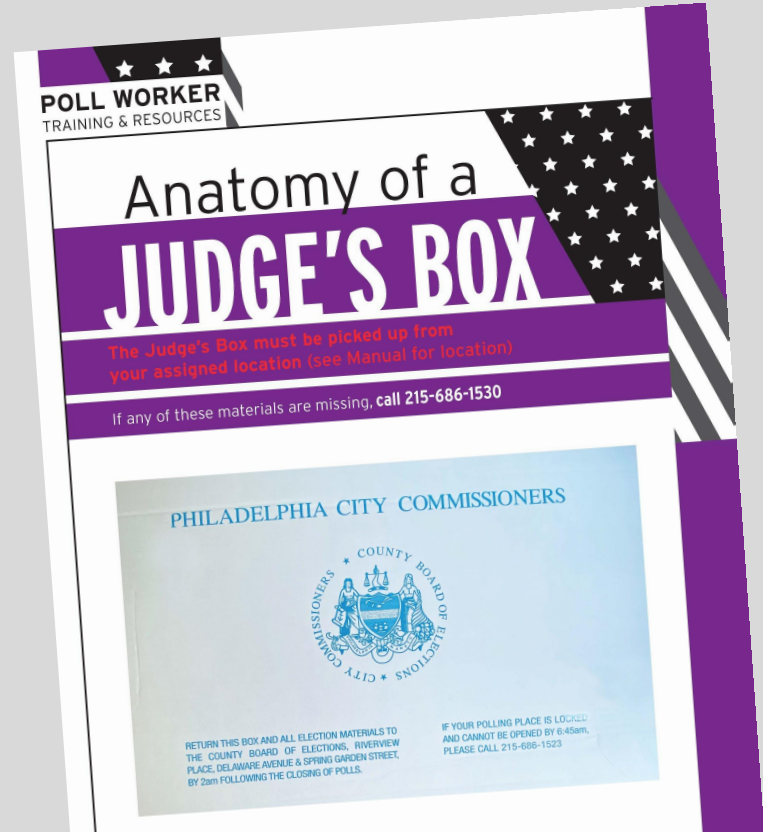
**WHICH BRINGS US
TO OUR FIRST TOOL!**

Tool: Anatomy of a Judge's Box

A 12-page VISUAL GUIDE to the 30+ materials located in the Judge's Box

Uses

- Helps you locate the items you need within the huge collection of items
- Clarifies when you might need each item and what they look like



Tool: Anatomy of a Judge's Box

POLL WORKER TRAINING & RESOURCES ANATOMY OF A JUDGE'S BOX

TITLE & ACTION

Oath of Office
Each Poll Worker reads the Oath of Office, as sworn in and **signs the oath**.
One Oath of Office is supplied in the **No. 2 Envelope** and another in the **No. 4 Envelope**.

Election Day Payroll Sheet
Each official must fill in form fields as indicated.
Signatures required.
Two copies are returned to City Commissioner's Office. One copy retained by Judge of Election.
Payroll sheet should be filed out at the end of the day.

Election Payroll Envelope
Place white & yellow copies of Payroll Sheet and Pasting Place Card what is filed in this envelope and return to City Commissioner's Office.

STAFFING 2

POLL WORKER TRAINING & RESOURCES ANATOMY OF A JUDGE'S BOX

SIGN TITLE & WHERE TO POST

Signage material envelope
Post in form **BEFORE POLLS OPEN**
Envelope includes the following:
(envelope which signs are included in envelope)

Sample Ballot
Post inside and outside the polling place.
Both in **English and Spanish**.

Notice of Prohibitions and Penalties
See "General Information and Instructions for Voting Rights and Responsibilities of Election Officials"
Post one inside polling place with **English side facing out**.
Post a second one inside polling place with **Spanish side facing out**.

Language Interpretation Services for Voters
Post inside and outside the polling place.
Both in **English and Spanish**.

SIGNAGE 3

POLL WORKER TRAINING & RESOURCES ANATOMY OF A JUDGE'S BOX

SIGN TITLE & WHERE TO POST

Language ID Poster
Post inside the polling place.

Language Interpretation Service Instruction Sheet
Post inside the polling place.

Accessible Entrance Sign
Post outside to voting place along with document sign.
This will only be in boxes for locations with a separate ADA accessible entrance.

Access to the Election Process for People with Disabilities in the City of Philadelphia
Post inside and outside the polling place.
Both in **English and Spanish**.

SIGNAGE 4

POLL WORKER TRAINING & RESOURCES ANATOMY OF A JUDGE'S BOX

SIGN TITLE & WHERE TO POST

Plain English/Plain Spanish statements for ballot questions
(found inside the Judge of Election box)
Post inside the polling place.

Notice of Voters Rights
Post inside and outside the polling place.
Both in **English and Spanish**.

Commissioner's Office, please supply photo

Vote Here/Vote Aqui
Post outside the polling place.

SIGNAGE 5

POLL WORKER TRAINING & RESOURCES ANATOMY OF A JUDGE'S BOX

DESCRIPTION & ACTION

Supplies
- Pledge to state
- **Directors to paper slip box**
- At least one **one each** to Clerk, Majority, Minority and Judge
- Use tape to **hang signs** and put back in Judge's Box when done for and of the night activities
- Back register for **spoiled ballots**.

Judge of Elections Book
Description:
- Important phone numbers
- Plain English/Spanish for Questions
- Assistance Declaration forms
- Affidavit of Electors
- Voter Slips
- Challenge Affidavits & Affidavits
- Hawk statements
Action:
- **Post** Plain English/Spanish statements inside the polling place.
- Complete assistance forms as needed.
- **Water** completion an "affirmation of Elector" form if indicated in the pollbook.
- Place "Voter" stickers on table.
- At closing, place folder inside large printer envelope.

Voter Slips Box
- Before voting begins, **table should be transferred to substitution**.
- One poll worker (usually Judge, Majority or Minority) **finds slip, writes voter number and gives to poll worker manning the poll book**.
- If a slip is missing but voter is in the poll book, a slip may be drawn on spot.
- **Clerk uses slip to enter voter's info into No. 2 & No. 4 books.**
- Slips with numbers are set aside. Send them together and put into the front of box at the end of the night.

REGISTRATION 6

POLL WORKER TRAINING & RESOURCES ANATOMY OF A JUDGE'S BOX

Commissioner's Office, please supply photo

Poll books listing registered voters.

Commissioner's Office, please supply photo

Supplemental poll book pages.

Commissioner's Office, please supply photo

Absentee Voters List (if any)
Will be delivered by judge in the morning. Post at the table.
Clerk will use to enter them into the **2 and 4 books** at the end of the night. Should also be added into pollbook as AB for absentee and as MI for mail-in.

List of Voters Yellow Book (No. 2 & No. 4)
For machine cast ballots: record voter's name, party affiliation and Absentee Number (ON or Voting in BOTH books).
For Provisional ballots: enter the voter's name and "PROV" instead of a number in the back of BOTH books.
Add absentee **NAME** and **mail-in MI** voter names to the back of both books at the end of the day.
The information in these books should be identical.
At close, place #2 book in the #2 envelope and the #4 book in the #4 envelope.

REGISTRATION 7

POLL WORKER TRAINING & RESOURCES ANATOMY OF A JUDGE'S BOX

Commissioner's Office, please supply photo

Record of Assisted Voters (2-1600)
Any voter who fills out a Declaration of Assistance form must then be listed on the Record of Assisted Voters.

Commissioner's Office, please supply photo

Assistance Declaration form
Assistance declaration forms are in the Judge of Elections box.
One of the printed results issued from each machine must be filled out to do so.
Voter requesting assistance, individual providing assistance and Judge of Elections completes form prior to voting.
Place in **Envelope No. 3** at closing.

Commissioner's Office, please supply photo

Elector Affirmation form
Elector Affirmation forms are in the Judge of Elections Box.
Voter completes an affirmation of Ballot of Electors form if indicated in the polling book.

Commissioner's Office, please supply photo

Discrepancy Sheets
Discrepancy is this a new form?

REGISTRATION 8

POLL WORKER TRAINING & RESOURCES ANATOMY OF A JUDGE'S BOX

No. 2 Envelope
To be returned to the City Commissioner's Office at the end of the day with:
- One Certificate and Oath of Office
- Record of Assisted Voters
- One printed results issued from each machine marked extra copy
- Book No. 2
- Official Challenge Affidavits of Voters.

No. 4 Envelope
To be given to the **Minority Inspector** at the end of the day with:
- One Certificate and Oath of Office
- One of the printed results issued from each machine
- Book No. 4
Minority Inspector retains for one year unless notified otherwise by the City Commissioner's Office.

REGISTRATION 9

POLL WORKER TRAINING & RESOURCES ANATOMY OF A JUDGE'S BOX

Poll site seal envelope
Write the **seat numbers** from each machine in the appropriate box upon opening.
Seal access, compartment with yellow seal and record seal number.
At closing, record red "hopper" seal number. Initial and seal your cover over seal.
Envelope goes in hopper bag at close of polls.

Visual Guide for Machine Open and Close

Key and Election Code Lanyard

Spoiled Ballot Stickers and Return Envelope
If a voter has voted their ballot on the machine, provide them with a "Spoiled Ballot" sticker, then place the spoiled ballot in spoiled ballot envelope.
Spoiled ballot stickers are used for return of pristine not to include and envelopes.
Spoiled Ballot Envelope is placed in **Hopper bag** at the end of the day.

POLLING MACHINE 10

POLL WORKER TRAINING & RESOURCES ANATOMY OF A JUDGE'S BOX

Provisional Ballot Materials Envelope D
Containing:
- Provisional Ballot (white sheet, green strip)
- Provisional Voting Return Envelope C
- Provisional Ballot Packages containing:
- Security envelope
- Provisional Ballot Absentee Envelope B (green)
- Provisional Ballot Instruction Card (white)
- Provisional Ballot Receipt
- Pen
Procedure for any eligible voter:
Refer to guide for more information.
Place the completed Provisional Ballot in **Envelope C**.

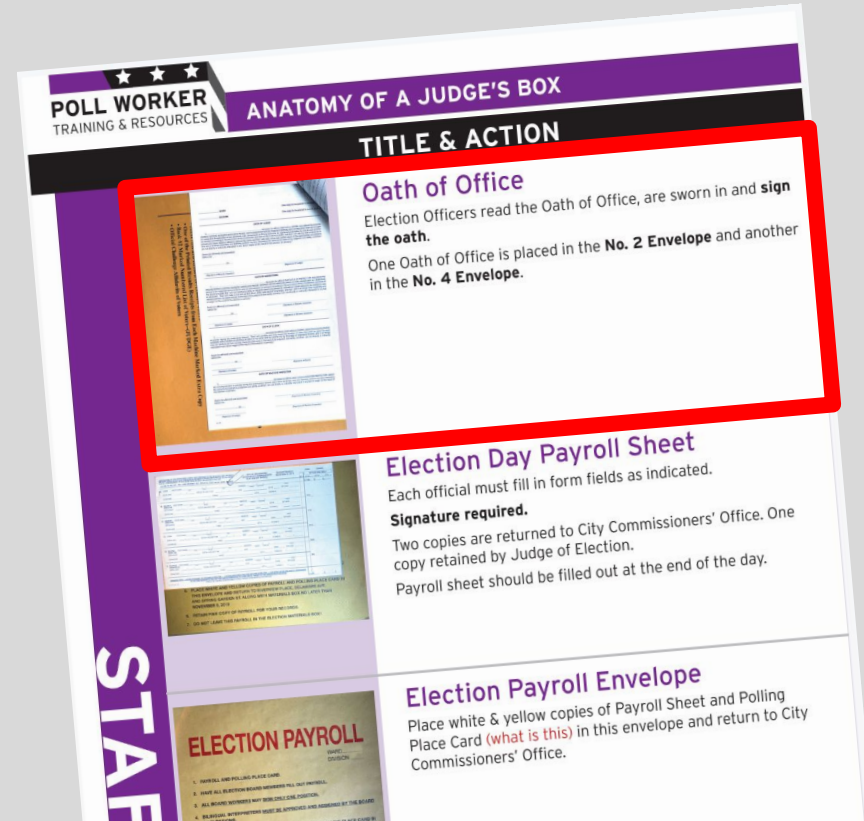
REGISTRATION 11

Tool: Anatomy of a Judge's Box

Oath of Office

The first thing everyone must do is take the Oath of Office.

However this piece of paper may not be on top--you may have to look for it. With this guide, you know what you're looking for.



Tool: Anatomy of a Judge's Box

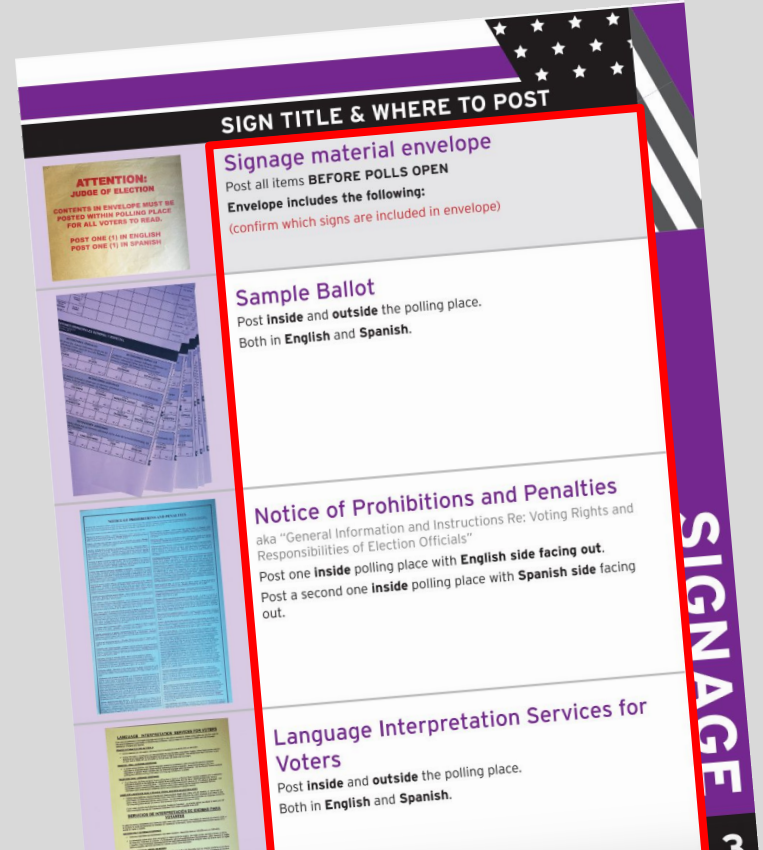
Supplies and Signage

There are many different signs that need to be posted in various locations. The guide ensures you have an exhaustive list of signs and where to place them.

Sign Types

- general voting info signs
- voter rights signs
- language and ADA assistance

It's helpful to have a few folks work on posting signage immediately.



Tool: Anatomy of a Judge's Box

Exception - ADA signs

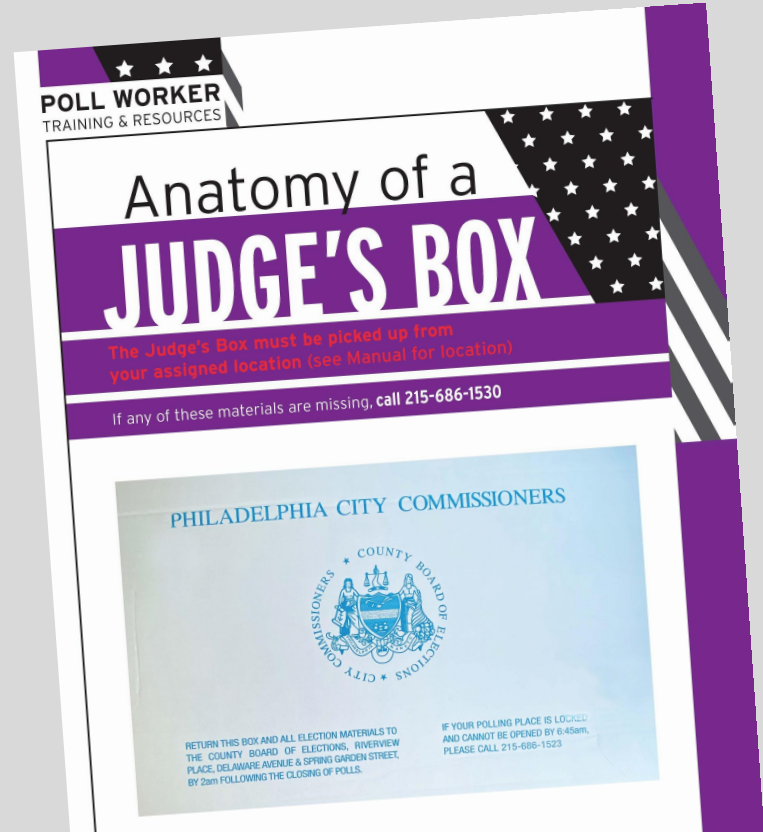
Not every location has a separate ADA-accessible entrance, so not every polling place will get an ADA Entrance Sign



Tool: Anatomy of a Judge's Box

Takeaways

- Know what's in the Judge's Box so you know what you need from the box.
- Ultimately, the Judge is responsible for the box, but it's helpful if all poll workers know what's in it.
- This is a great check on your knowledge. If you don't know what each item is used for and how to use it, that's a sign to review that material.



Polling Place Stations

The layout of each polling place will differ depending upon the size and dimensions of the space and the number of voters it is designed to handle.

There are **common roles and tasks in each polling place** and specific areas where these are completed.

It's helpful for poll workers to be able to **review the supplies, roles, and procedures** at the different stations and to **quickly access relevant information to make decisions** on Election Day.

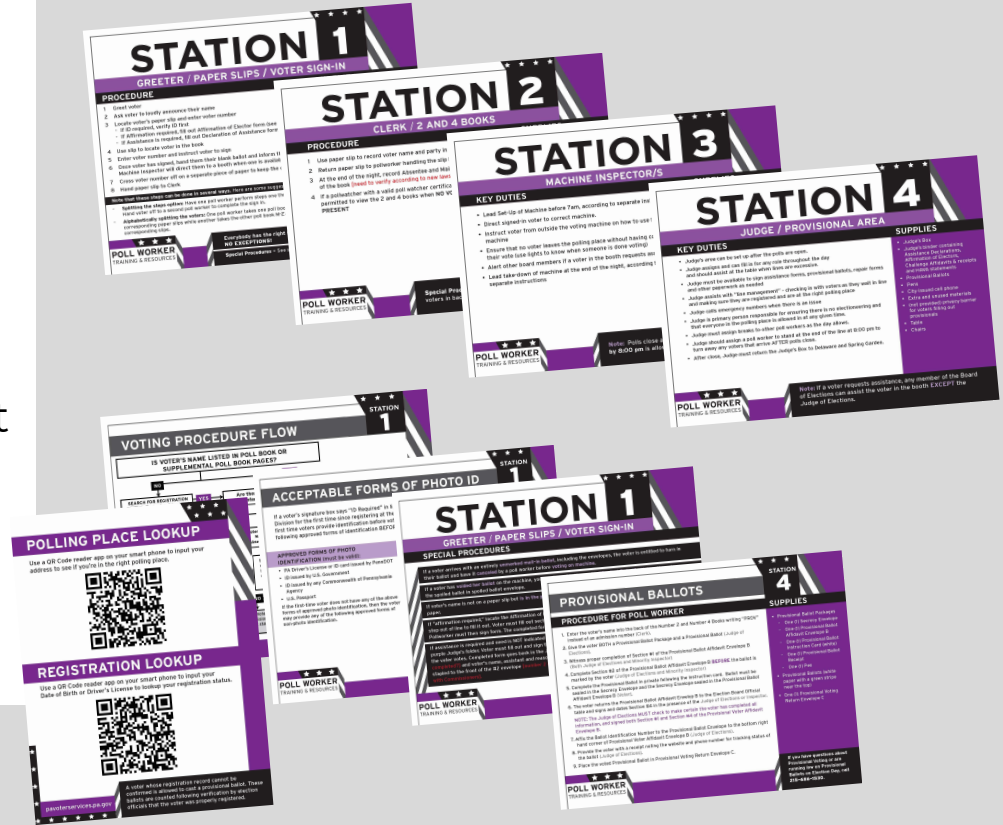
**WHICH BRINGS US
TO OUR NEXT TOOLS!**

Tool: Station Cards and Guides

A series of one-page guides with instructions, key reminders and procedures for each station in a polling place.

Uses

- Review before Election Day to familiarize yourself with different roles and procedures
- Confirm procedures and get help making decisions in key voting situations



Simplified Process Flow

**STATION
1**

Check In

**STATION
3**

**Machine
Inspector**

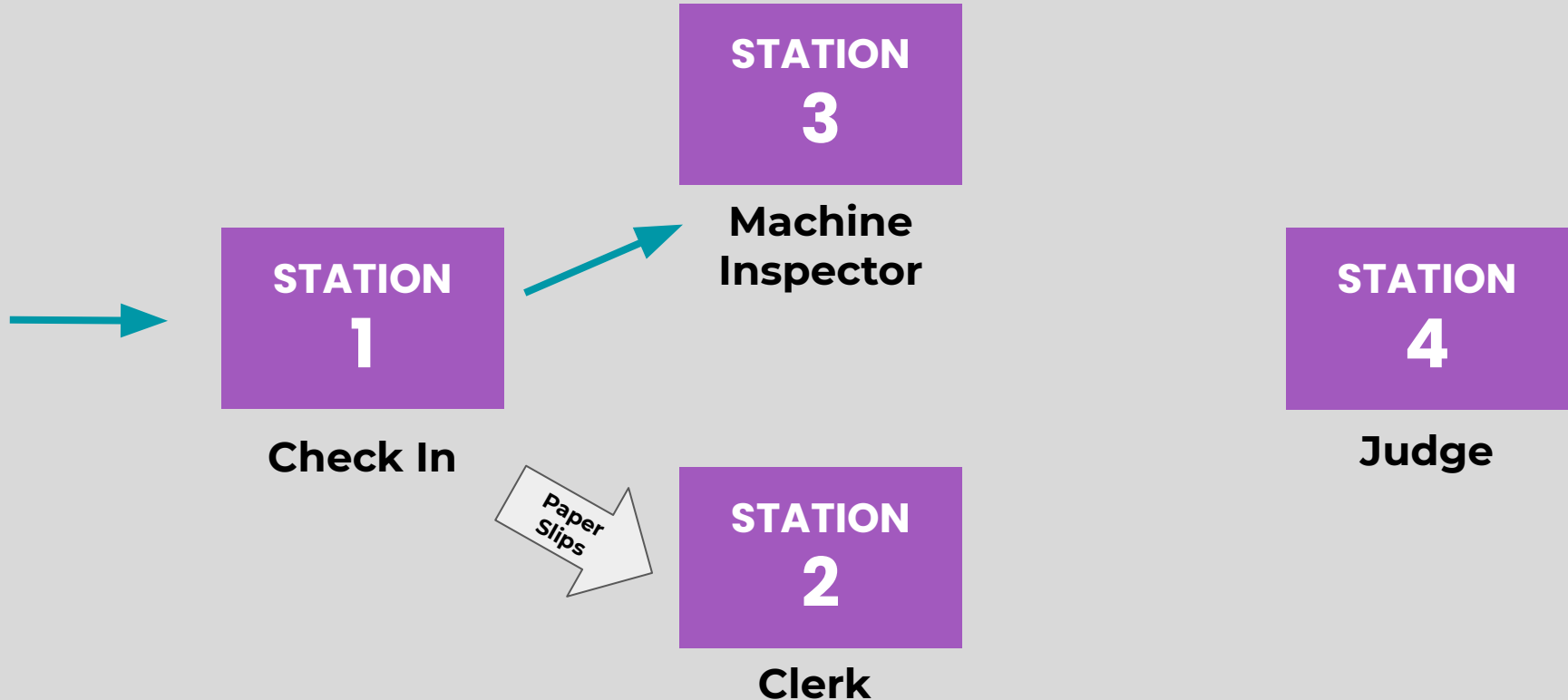
**STATION
2**

Clerk

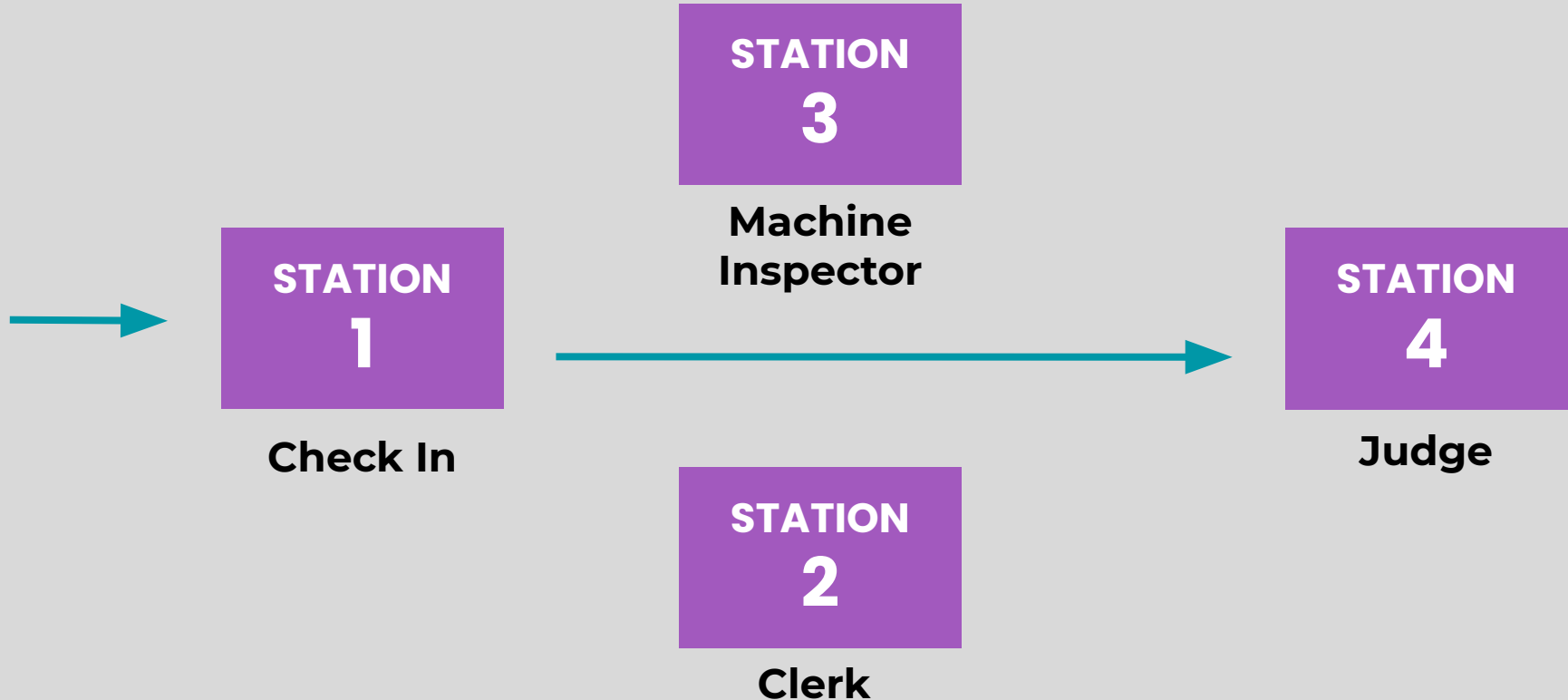
**STATION
4**

Judge

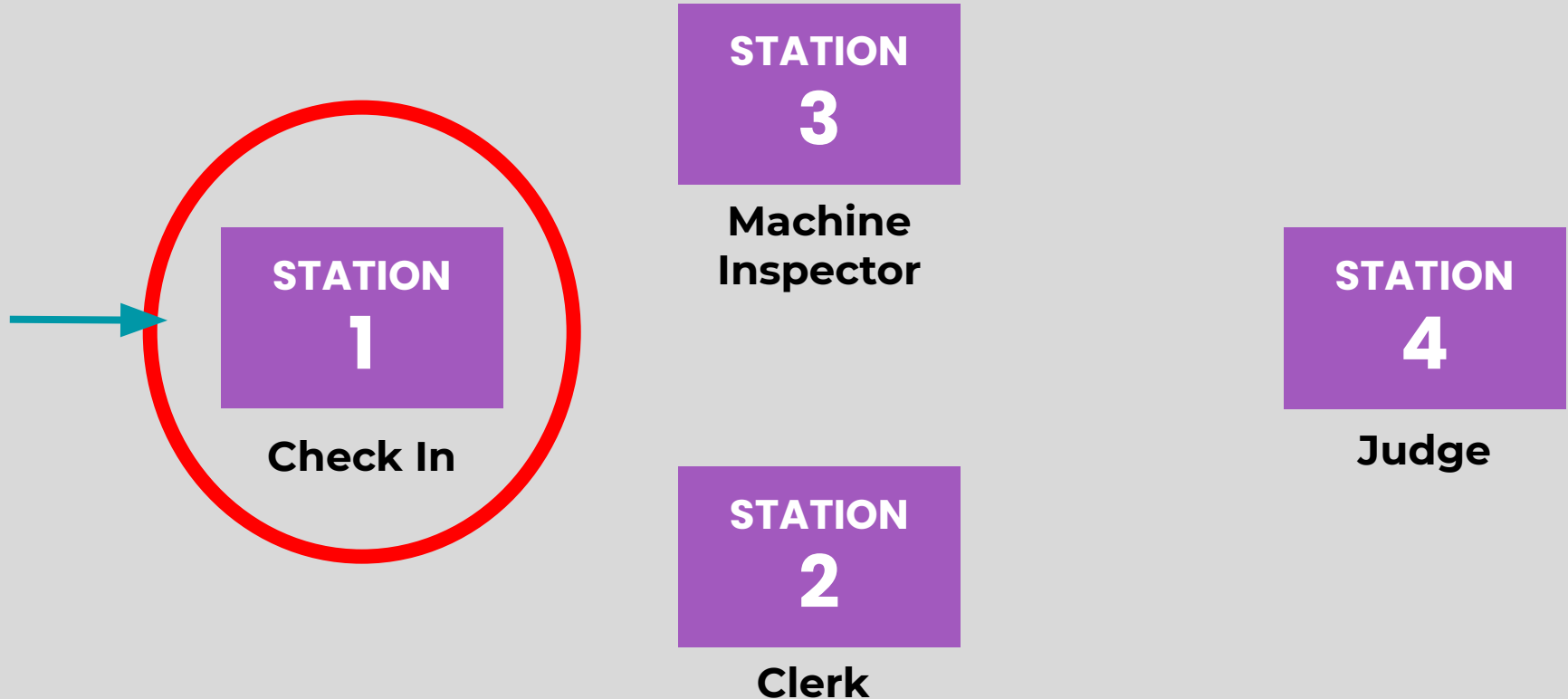
Active Voters: Check In → Voting Machines



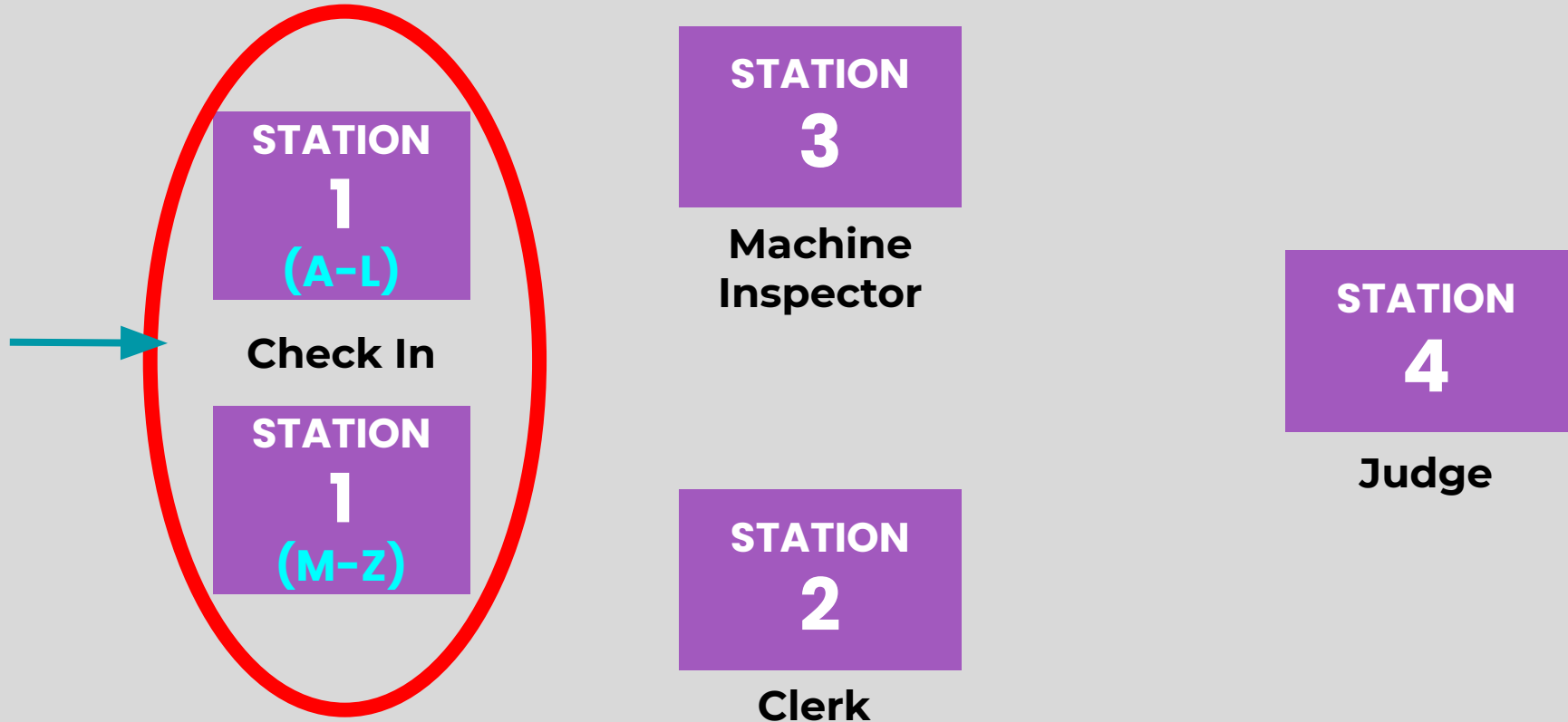
Other Voters: Check In → Provisional



Let's Start with Station 1: Check In



Station May Be Divided Alphabetically

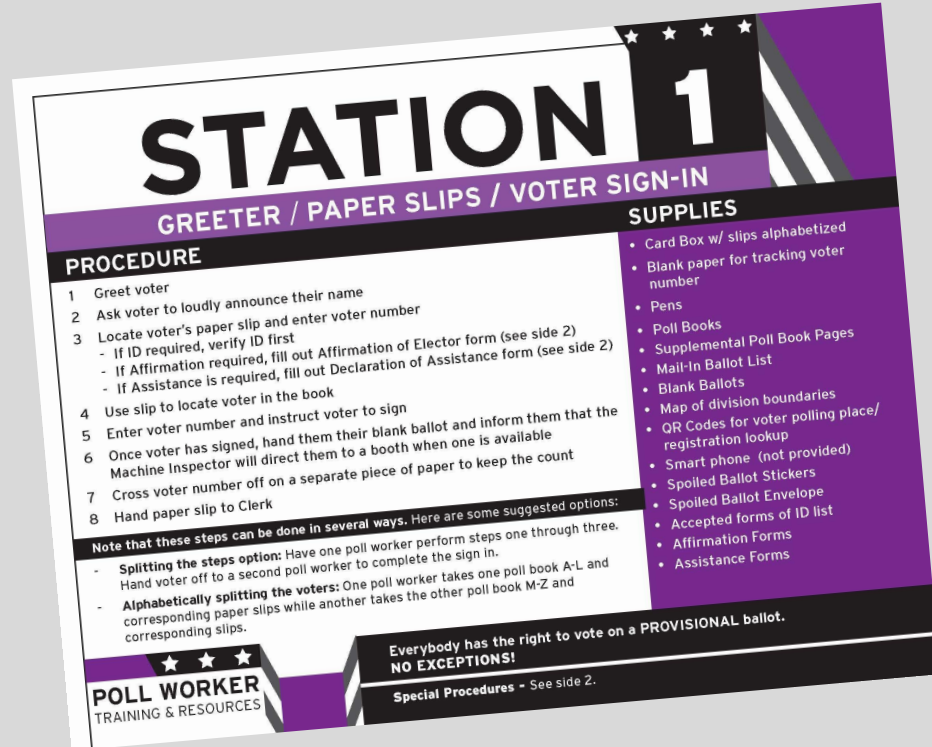


Tool: Station Card

A lot happens at Station 1. The following tools help navigate the check in procedures and ensure that all voters can vote either on the machine or provisionally.

Tasks include:

- Check if voter in poll book
- Decide if a voter can vote on the machine or provisionally
- If required, check ID
- Check registration status
- Check if correct polling place



The image shows a 'Station 1' card for poll workers. It is divided into several sections: 'PROCEDURE' with a numbered list of 8 steps, 'SUPPLIES' with a bulleted list of items, and a bottom section with a note about splitting steps and a 'POLL WORKER' logo. The card has a purple and white color scheme with stars and a large '1' in the top right corner.

STATION 1

GREETER / PAPER SLIPS / VOTER SIGN-IN

PROCEDURE

- 1 Greet voter
- 2 Ask voter to loudly announce their name
- 3 Locate voter's paper slip and enter voter number
 - If ID required, verify ID first
 - If Affirmation required, fill out Affirmation of Elector form (see side 2)
 - If Assistance is required, fill out Declaration of Assistance form (see side 2)
- 4 Use slip to locate voter in the book
- 5 Enter voter number and instruct voter to sign
- 6 Once voter has signed, hand them their blank ballot and inform them that the Machine Inspector will direct them to a booth when one is available
- 7 Cross voter number off on a separate piece of paper to keep the count
- 8 Hand paper slip to Clerk

Note that these steps can be done in several ways. Here are some suggested options:

- **Splitting the steps option:** Have one poll worker perform steps one through three. Hand voter off to a second poll worker to complete the sign in.
- **Alphabetically splitting the voters:** One poll worker takes one poll book A-L and corresponding paper slips while another takes the other poll book M-Z and corresponding slips.

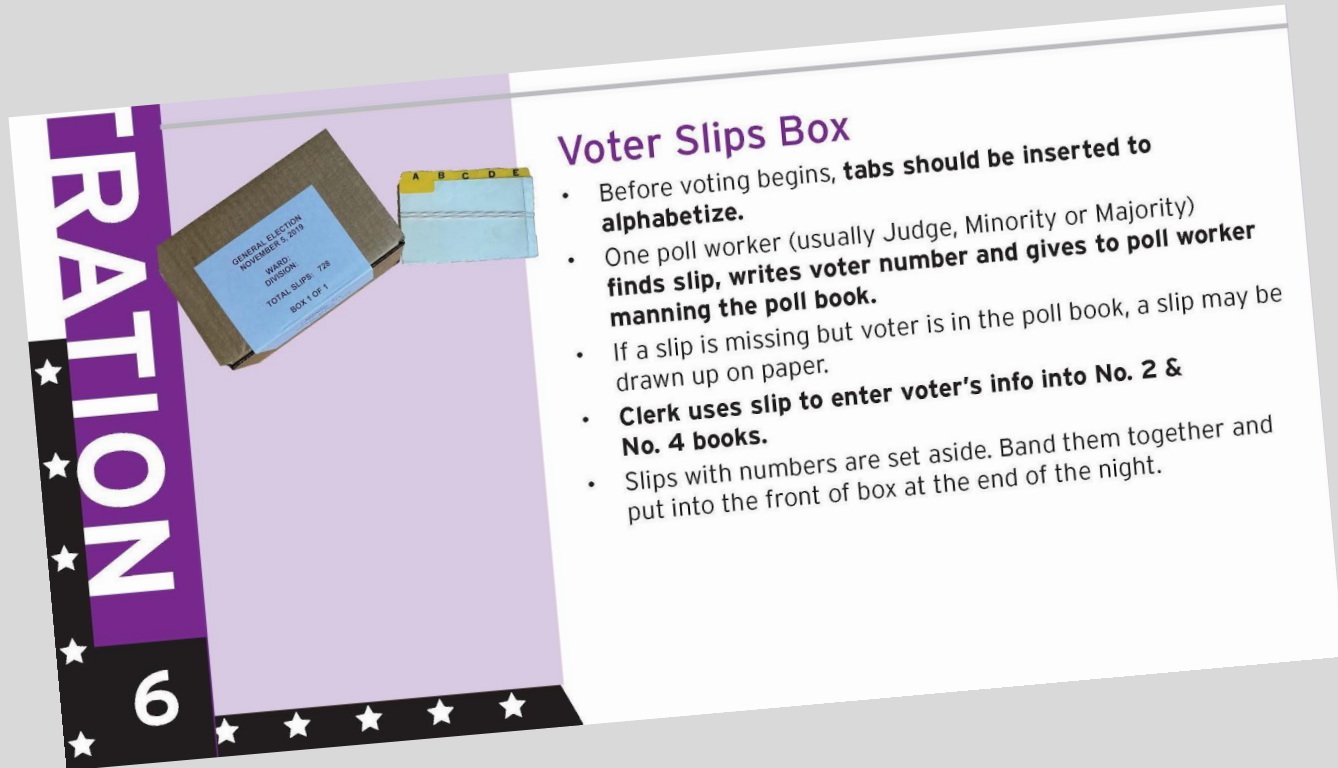
SUPPLIES

- Card Box w/ slips alphabetized
- Blank paper for tracking voter number
- Pens
- Poll Books
- Supplemental Poll Book Pages
- Mail-In Ballot List
- Blank Ballots
- Map of division boundaries
- QR Codes for voter polling place/ registration lookup
- Smart phone (not provided)
- Spoiled Ballot Stickers
- Spoiled Ballot Envelope
- Accepted forms of ID list
- Affirmation Forms
- Assistance Forms

Everybody has the right to vote on a PROVISIONAL ballot.
NO EXCEPTIONS!
Special Procedures - See side 2.

POLL WORKER
TRAINING & RESOURCES

Anatomy of a Judge's Box: About Voter Paper Slips



Tool: Voter Count Sheet

This tool helps keep track of voter count.

The front has numbers 1-600

The back has numbers 601-1200

Smaller polling places will just use the front.

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Tool: Voting Procedure Flow

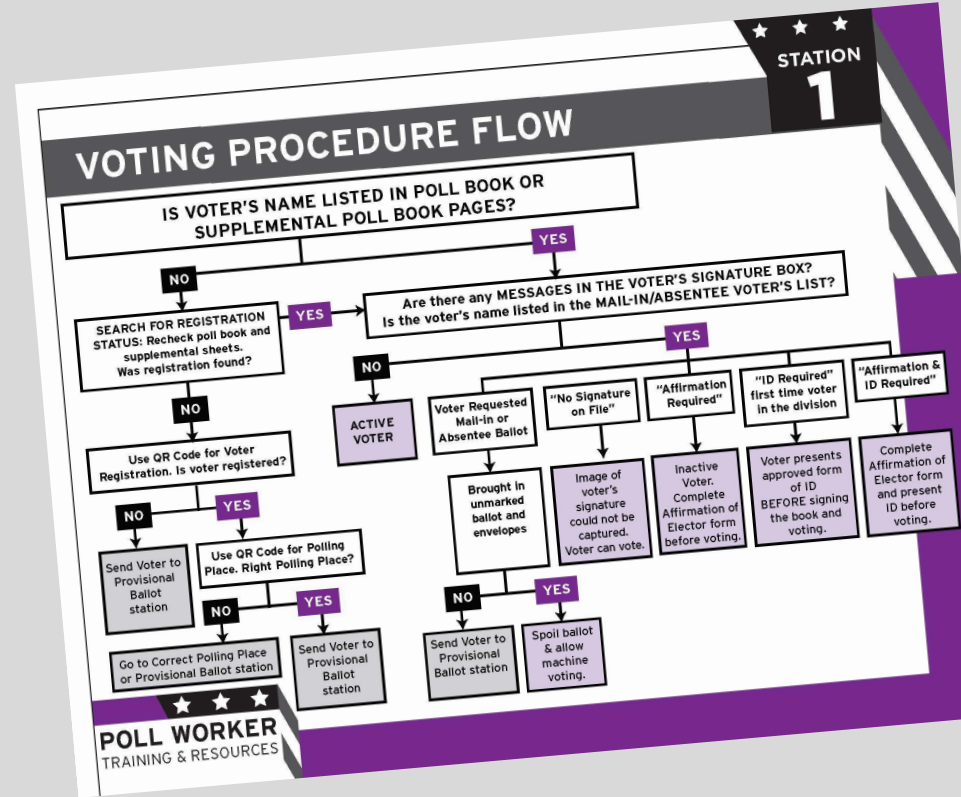
This flowchart is a guide to help you navigate whether or not a voter must complete additional steps before voting

OR

If they must vote provisionally

OR

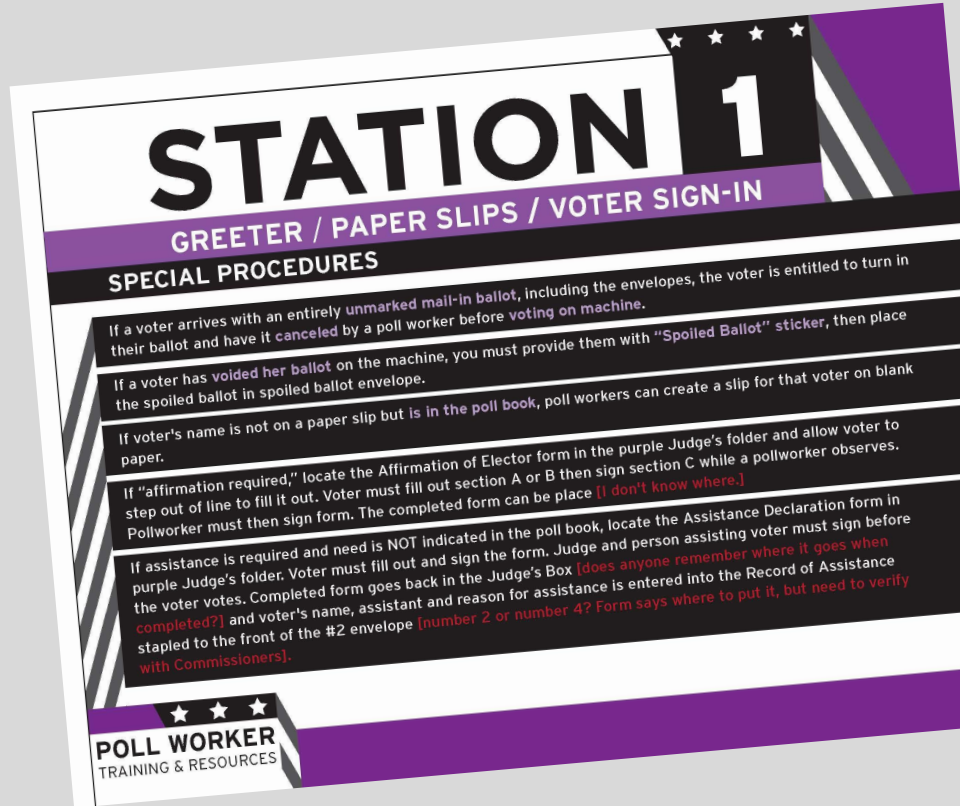
Directed to their correct polling place



Tool: Station Cards

This guide gives you more details on **special procedures** for situations like:

- Voter arrives with mail-in ballot + outer envelope
- Voter has voided ballot on machine (spoiled ballots)
- Voter in poll book but there is no paper slip
- Affirmation required
- Assistance required

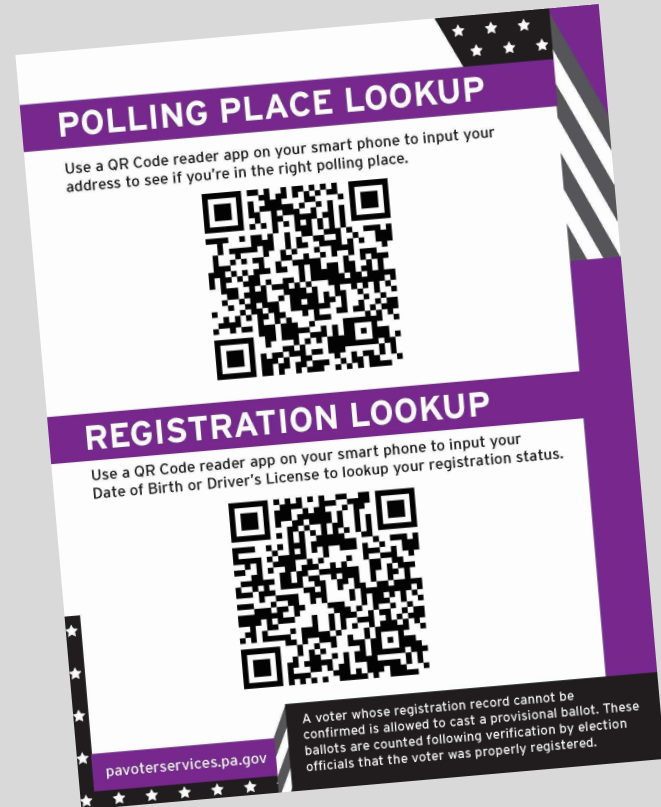


Tool: Polling Place and Registration Lookup

This tool allows voters to quickly look up (with a smartphone camera) their polling place or if they are registered to vote.

A copy should be at Station 1 and outside a polling place where voters line up.

This will also be available in Spanish.

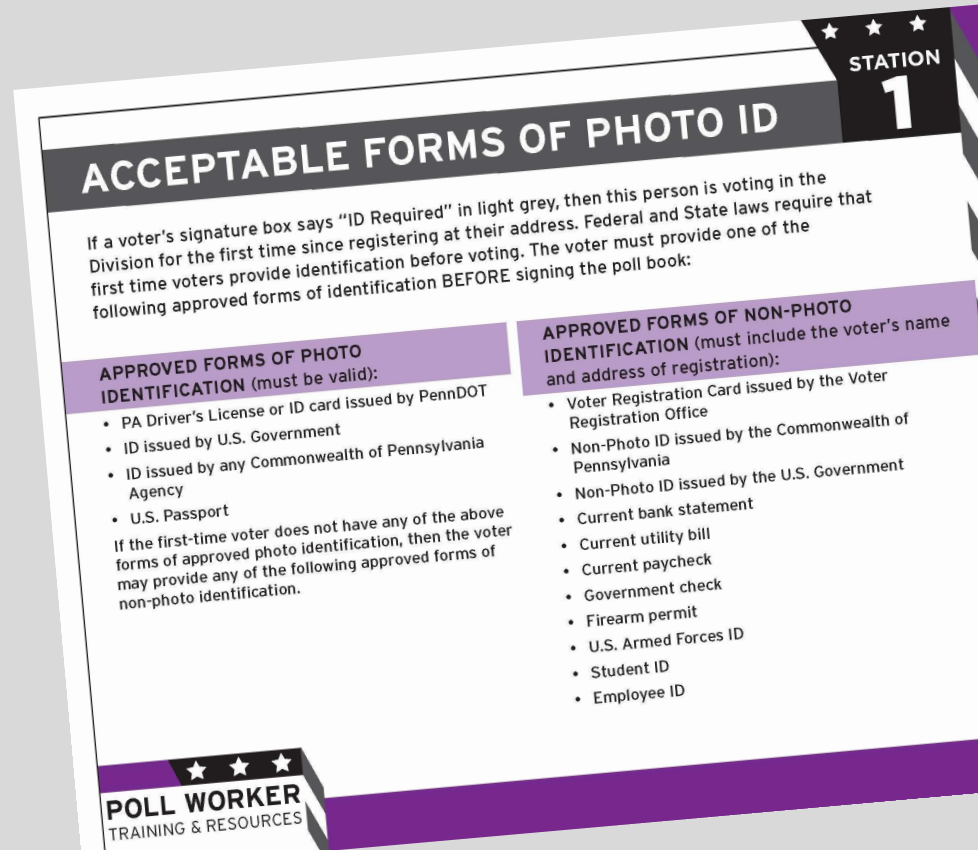


Tool: Acceptable Forms of ID

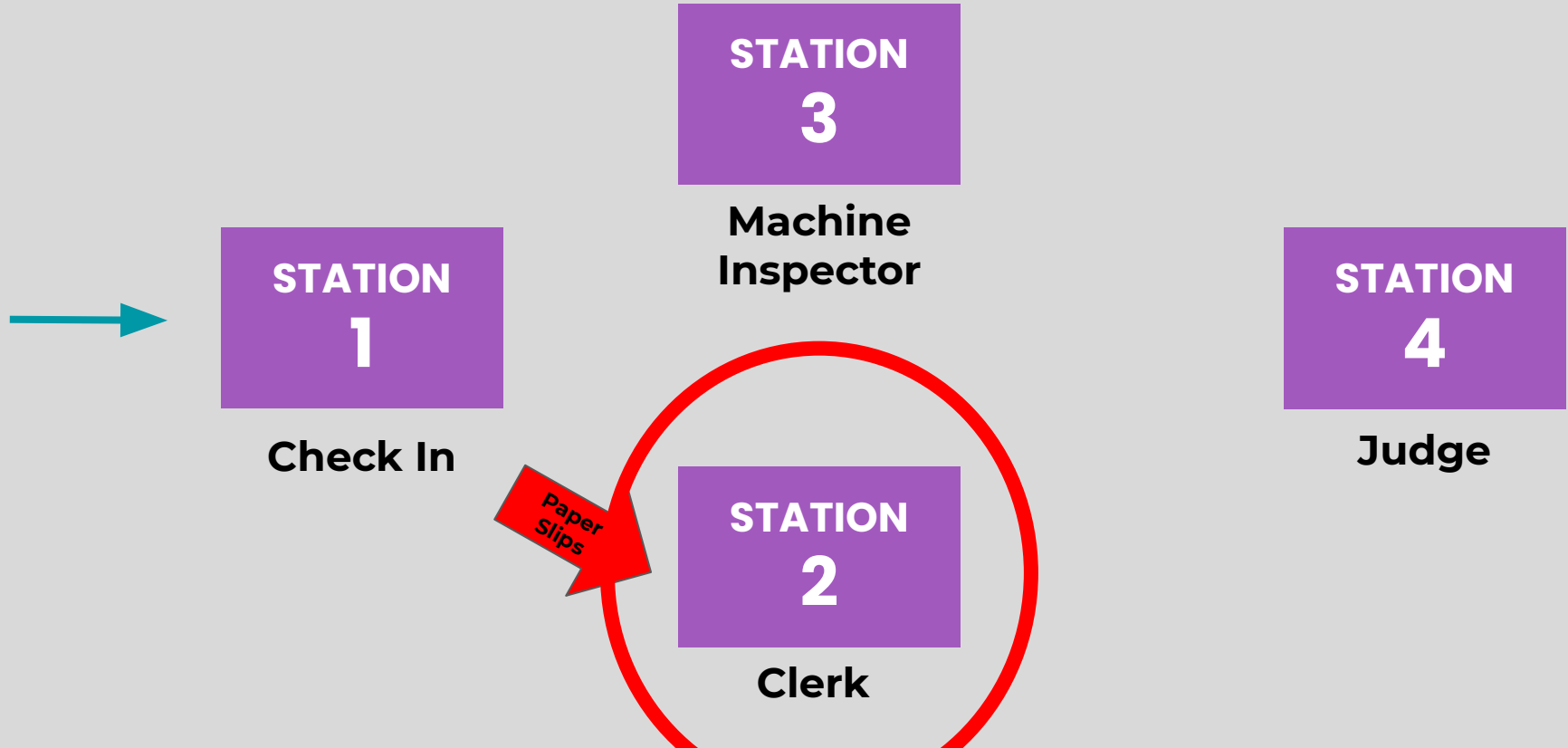
If the voter's signature box says "ID Required":

the person is voting in the Division for the first time and they must provide identification.

Use this guide to determine acceptable forms of ID, both photo and non-photo options



Paper Slips Move to Station 2

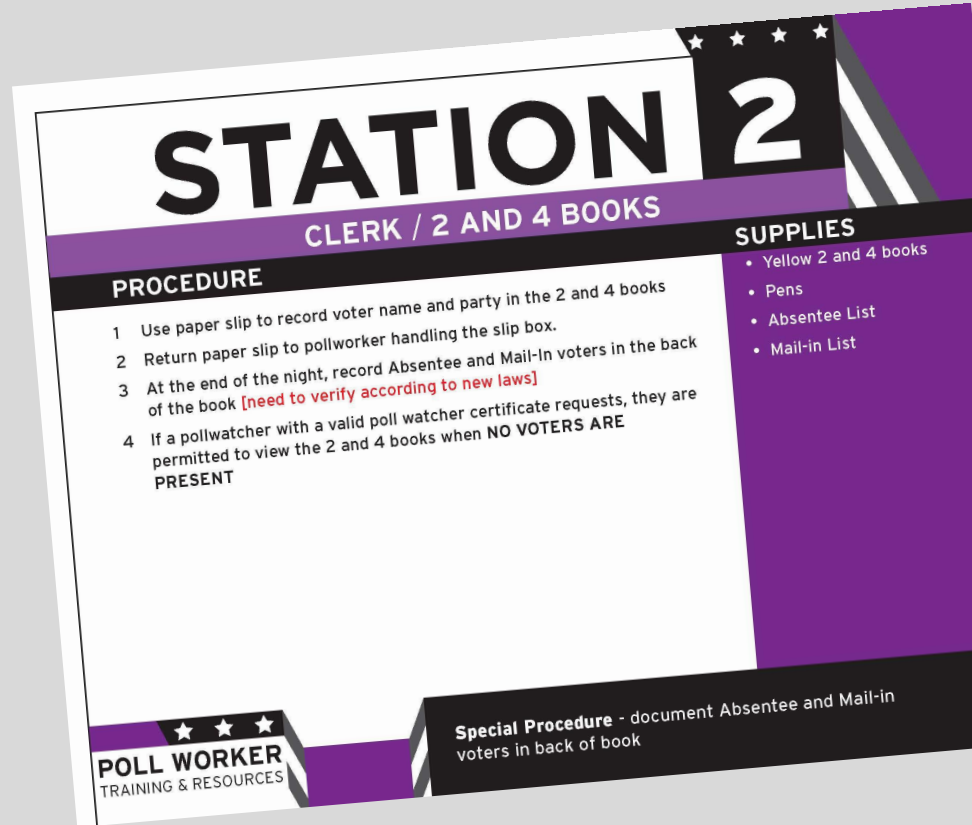


Tool: Station Cards

The Poll Workers from Station 1 (Check In) will hand the voter's Paper Slip to the Clerk at Station 2

The Clerk at Station 2 uses the Paper Slip to record voter name in the Yellow "2 and 4 Books"

Other tasks include documenting Absentee and Mail-in Ballots



Anatomy of a Judge's Box: Yellow No. 2 & No. 4 Books

PLACE IN No. 2 ENVELOPE
WARD _____ DIVISION _____

GENERAL ELECTION AND
SPECIAL ELECTION
(IF ANY)

Where Voting Machines Are Used

LIST OF VOTERS
and Party Enrollment
NOVEMBER 5, 2019

At the Time Voter Casts his or her Vote on the
Machine, the Clerk must enter in this Book
the Name and Party Enrollment of the Voter,
together with the order of his or her voting.

Special Notice
This book shall be placed in the

JUDGE'S ENVELOPE No. 2

And returned to the office of the
COUNTY BOARD OF ELECTIONS
Riverview Place
Delaware Ave. & Spring Garden St.

List of Voters Yellow Book (No. 2 & No. 4)

For machine cast ballots, record voter's name, party affiliation and Admission Number (Order of Voting) in BOTH books.

For Provisional ballots, write the voters name and 'PROV' instead of a number in the back of BOTH books.

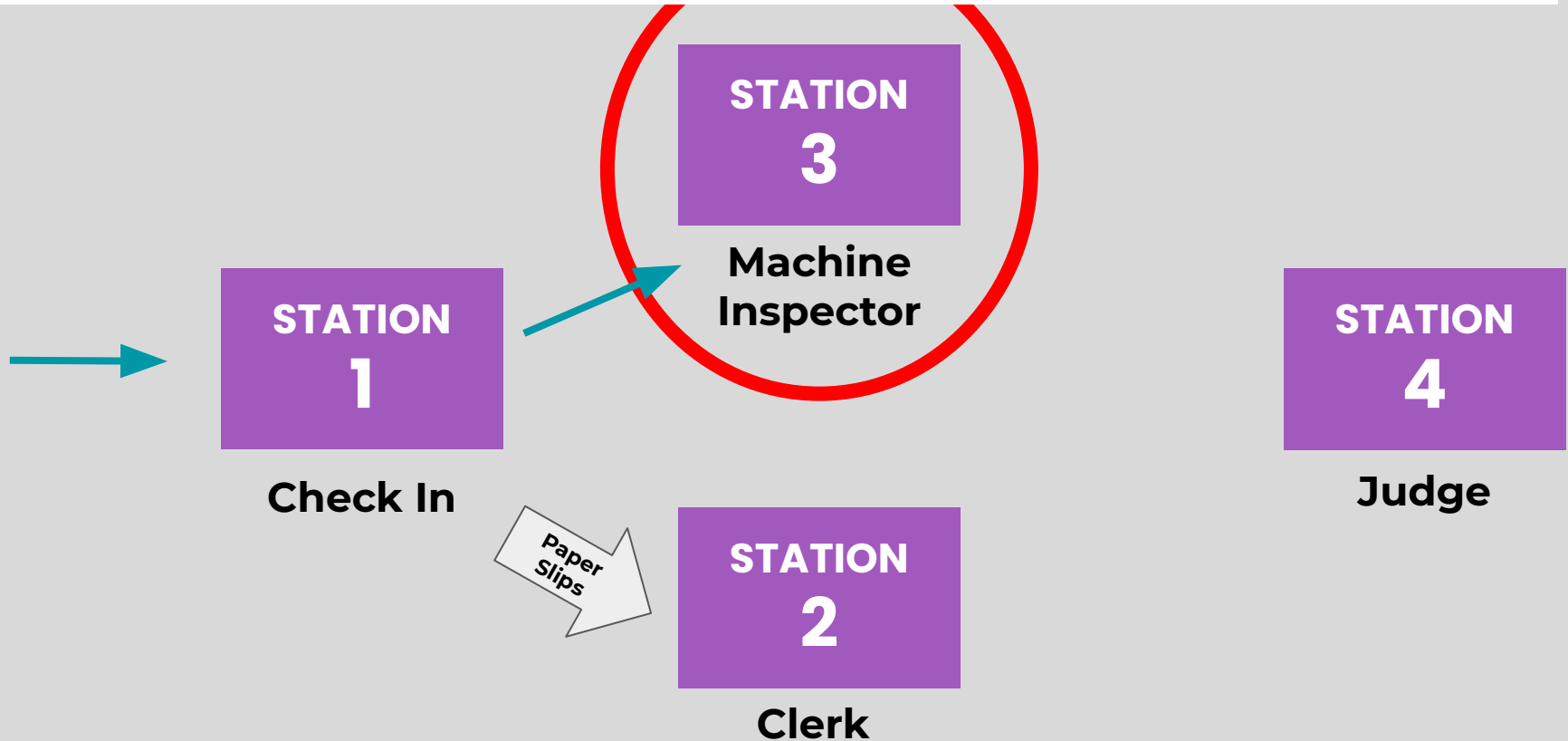
Add **absentee (AB)** and **mail-in (MI)** voter names to the back of both books at the end of the day.

The information in these books should be identical.

At close, place #2 book in the #2 envelope and the #4 book in the #4 envelope.

CAUTION
7

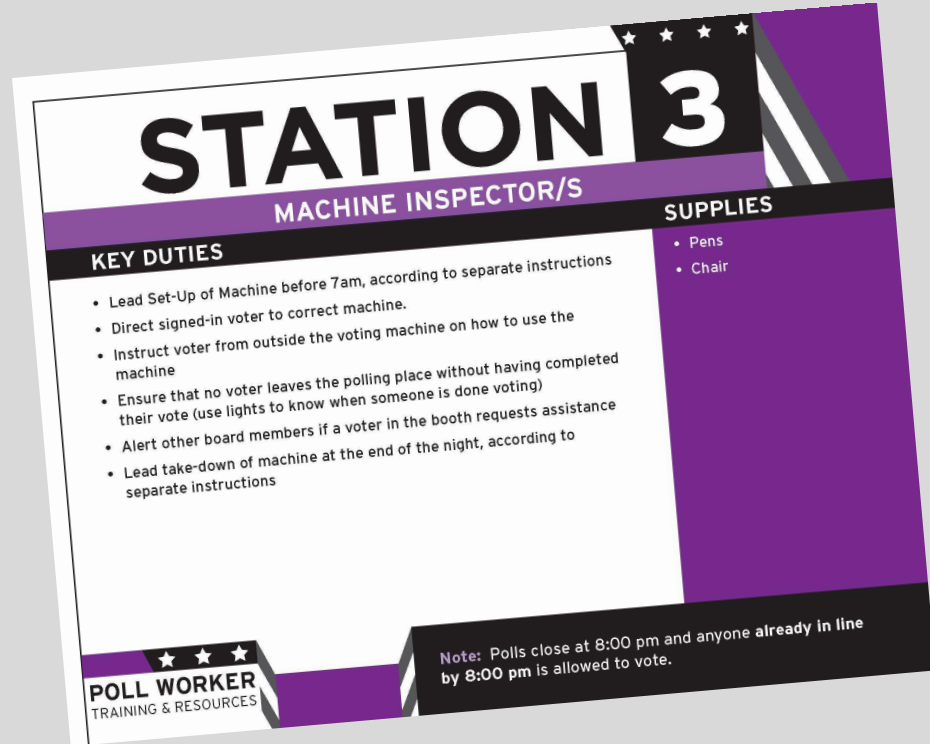
Active Voters Move to Voting Machines



Tool: Station Card

The Machine Inspector:

- Sets up the voting machines
- Directs voters to machines
- Provides instruction from outside the machine
- Ensures no voter accidentally leaves without having completed their vote
- Gets assistance if needed
- Takes down the machine



Tool: Station Card

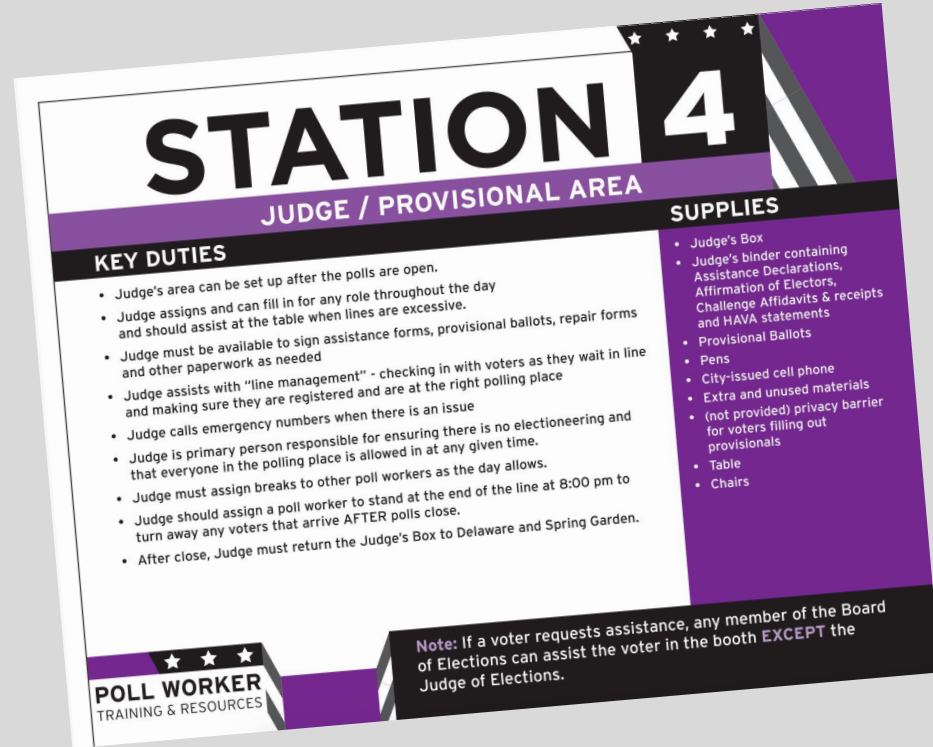
The judge is involved in many parts of the voting process. It's normal to need to consult the judge many times throughout the day.

If You Aren't the Judge...

- You may need a judge's signature
- You may need a judge's help
- You may need something from the judge's box

If You Are the Judge

- Can be hard to remember all your responsibilities and supplies



Scenarios and Special Procedures

**A few special situations to
review before Election Day**

Provisional Ballots

**Spoiling Ballots
(Mail-in, Absentee,
Machine)**

Affirmation Required

Assistance Required

Spoiling a Mail In/Absentee Ballot

Voters who applied and received mail-in or absentee ballots may vote on the machine if:

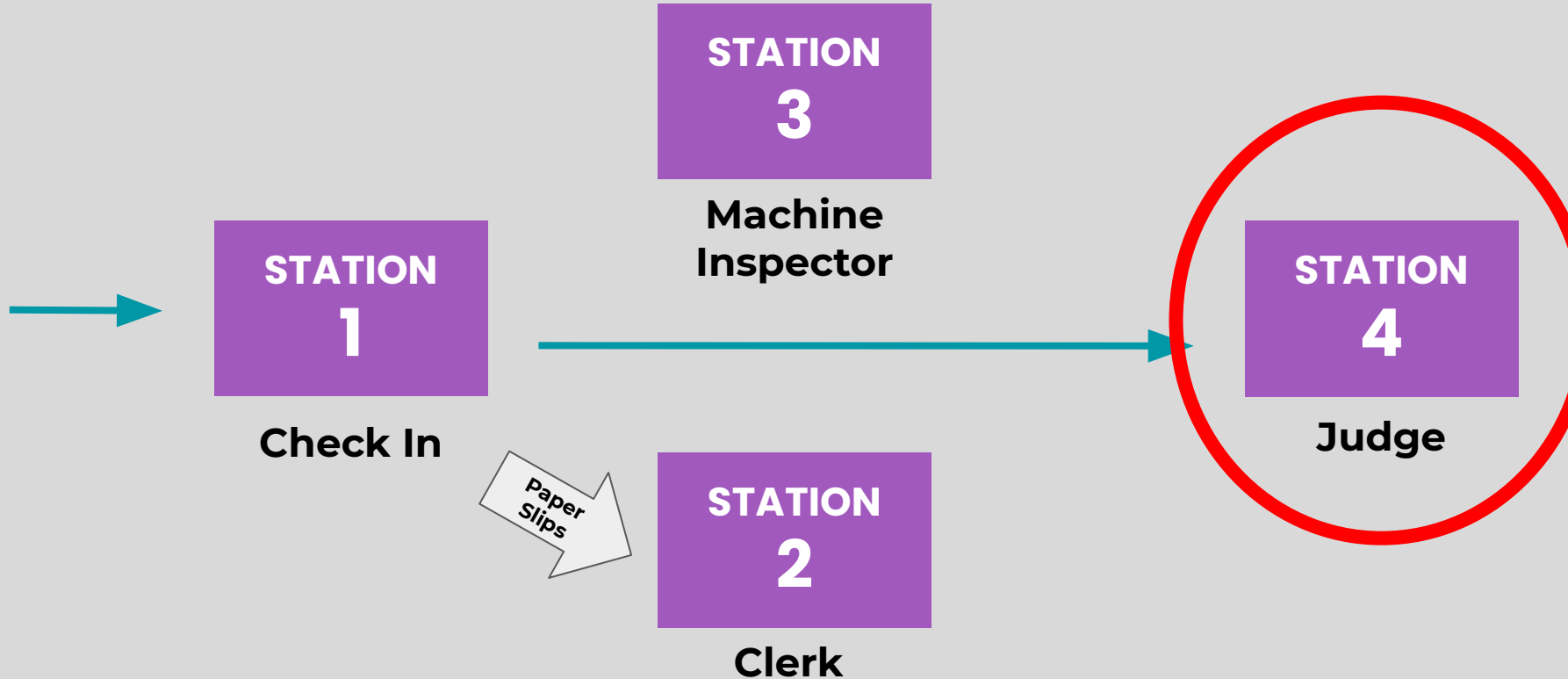
- They give their their ballot and return envelope to the judge of elections
- Signs a statement requesting that the ballot be spoiled
- The ballot can be 'clean' or filled in.

If they do not bring in the ballot and/or envelope, they are allowed to vote provisionally.

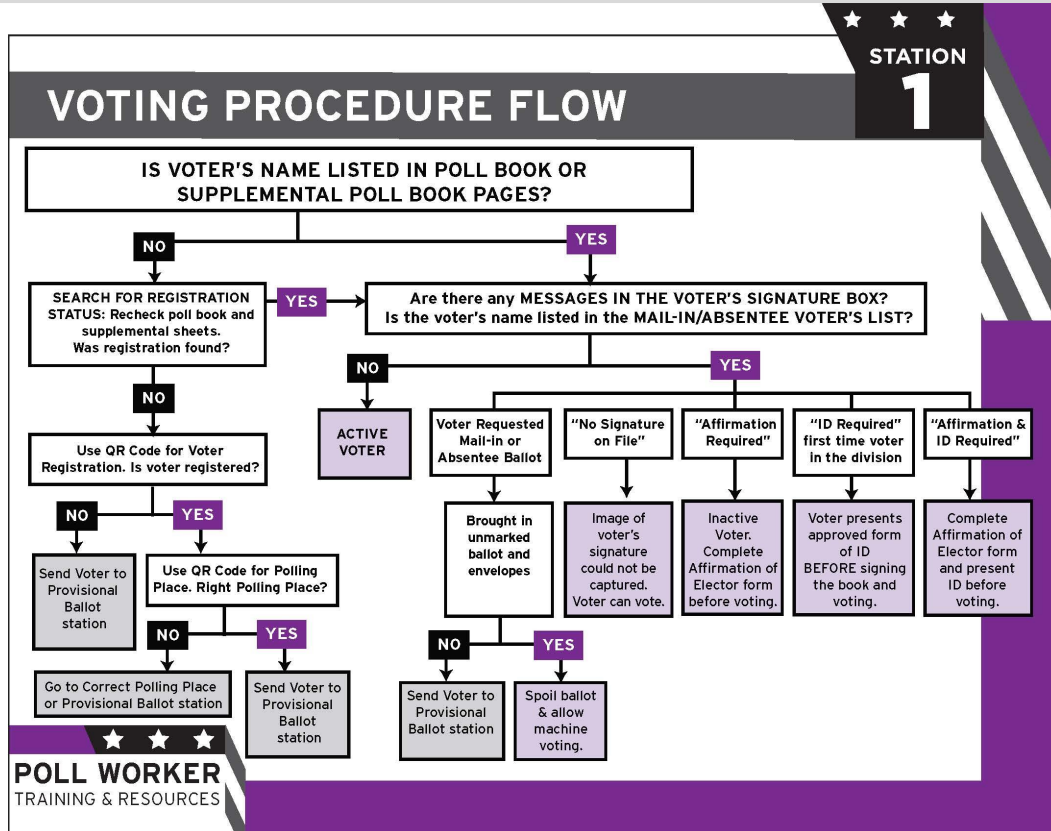
Required Statement:

'I hereby declare that I am a qualified registered elector who has obtained an absentee ballot or mail-in ballot, and that instead I remitted my absentee or mail-in ballot to the the judge of elections at my polling place to be spoiled and therefore request that my absentee or mail-in ballot be voided'

Provisional Voters Go To Judge's Station



Remember the Voting Procedure Flow Tool



Administering a Provisional Ballot

During a normal election, administering a provisional ballot is fairly rare. But given the increased circulation of mail-in ballots, it will be more common this election.

Steps for Administering a Provisional

- There are many and it requires more than just you

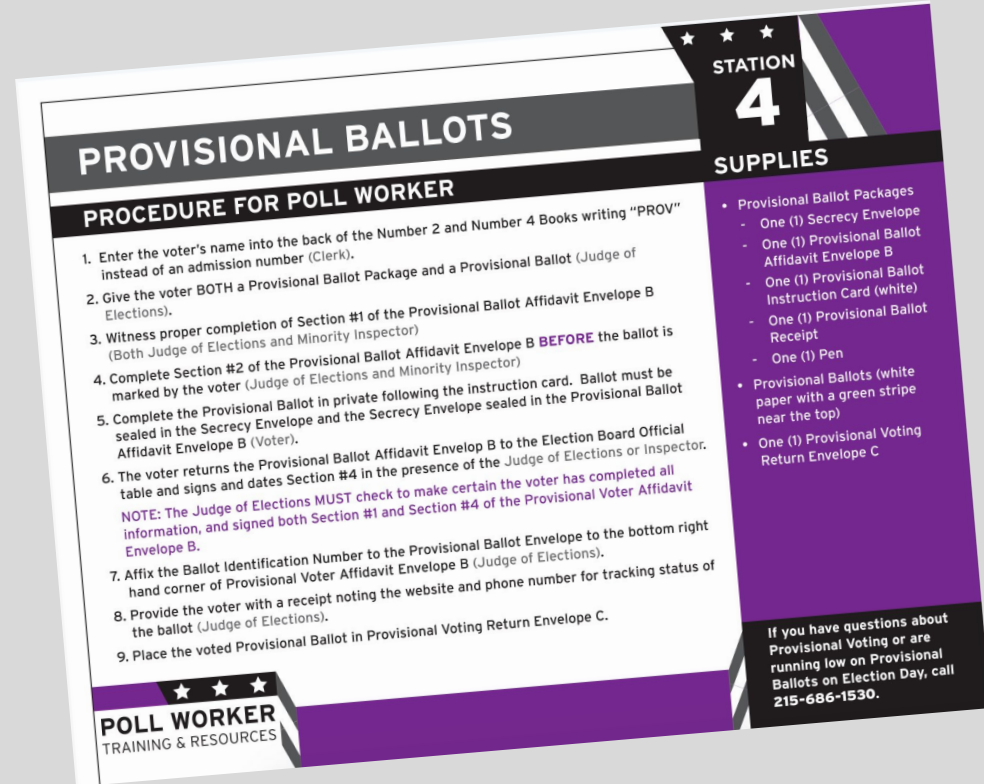
Situations where a Provisional Ballot is needed include:

- Voter is not in poll book or supplemental poll book
- Voter is not at correct polling place and does not want to go to correct polling place
- Voter requested mail-in or absentee ballot, but has not brought the ballot and declaration envelope to the polling place to void

Tool: Provisional Ballot Procedure Card

Documents all the **supplies and steps needed to administer a provisional ballot.**

Includes a phone number to call in case you have questions.



Q&A

Thank You!